

Government of Tuvalu – Job Description



Position Title:	Draughtsperson	
Band and Salary:	T1-T3	\$15,448 to \$29,287
Ministry and Department:	Public Works, Infrastructure Development, and Water	Public Works
Location:	Funafuti	
Reports to:	Principal Architect	

JOB PURPOSE:

To create accurate and detailed technical drawings, plans, and diagrams that translate design concepts and specifications into practical visual representations.

KEY RESPONSIBILITIES:

1. Technical drawing creation.
2. Collaboration.
3. Precision and accuracy.
4. Documentation.
5. Revision and Modification.
6. Quality Control.

MAIN DUTIES AND OUTCOMES:

- 1.1 Generate accurate and detailed technical drawings, plans, schematics, and blueprints using CAD software.
- 1.2 Interpret design concepts, specifications, and data provided by engineers and architects.
- 2.1 Collaborate closely with engineering, architecture, and design teams to understand project objectives.
- 2.2 Participate in design review meetings to gather insights and feedback.
- 3.1 Ensure accurate representation of dimensions, measurements, and scale in drawings.
- 3.2 Adhere to industry-specific standards and codes.
- 4.1 Provide annotations, labels, and notes on drawings for clarity.
- 4.2 Prepare bill of materials (BoM) to outline required components.
- 5.1 Incorporate changes to drawings based on feedback and evolving project needs.
- 5.2 Maintain version control to track modifications.

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- 6.1 Conduct self-reviews to identify and correct errors or inconsistencies in drawings.
- 6.2 Ensure compliance with project specifications.

MANDATORY REQUIREMENTS:

Qualification:

Diploma in a relevant field, such as engineering, architecture, design, or drafting.

Skills & Knowledge:

Proficiency in industry-standard CAD software (e.g., AutoCAD, SolidWorks, Revit) and other relevant technical tools.

Strong understanding of technical principles, engineering concepts, and construction methodologies.

Excellent attention to detail and the ability to produce accurate drawings with precision.

Effective communication skills to collaborate with diverse teams and convey technical information clearly.

Familiarity with industry-specific regulations, codes, and standards.

Ability to manage multiple drawing tasks, prioritize work, and meet project deadlines.

DESIRABLE REQUIREMENTS:

Previous experience in a drafting role or related field is an advantage.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.